

# VIDEO TRAINING

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The following process will be used to obtain a certificate for viewing interactive television broadcasts via videotapes. This process is patterned after the Technical Qualification Program Competency Equivalency Process.

**Registration:** Students should contact their local training points of contact to register for the course, as they would do for any course. Doing this will ensure that the student is in the training system. This will generate a message to the EOTA to send the appropriate student materials. Materials will be sent to the address provided on the request form. This may be the training point of contact, or the student.

**Process:**

- Site Training Point Of Contact will provide the student the most current videotape of the course, and student materials will be provided by the EOTA.
  - Once the tape is viewed, the student will prepare a memo (*any format is appropriate*) stating the following:
    - 1) He or she viewed the video.
    - 2) His or her role and responsibility in emergency operations at that site.
  - The memo will include the completed examination, when applicable.
  - The memo will include the completed *Student Feedback Form*.
  - The memo is prepared with signature blocks for the following individuals in-turn:
    - Student
    - Student's Supervisor
    - Site Training POC
  - Once the memo is completed and has all the appropriate signatures, it is forwarded to the local site Training Manager/POC.
  - Local site Training Manager/POC will forward the memo, *Student Feedback Form*, and test, if applicable, to the NNSI/Emergency Operations Training Academy Registrar for processing.
  - Once the memo is received, the data will be entered into the On-Track System, and a certificate will be issued and sent to the local site Training Manager/POC for further routing.

If you are in need of student materials for any of the courses, please e-mail or call Mary Kay Cormier at [Mcormier@nnsi.doe.gov](mailto:Mcormier@nnsi.doe.gov) or 505-845-5170 ext. 172.